



GRAND GUARDIAN COUNCIL OF UTAH BOOK OF CEREMONIES

Job's Daughters International®



JULY 2017
GGC of Utah
Job's Daughters International®

UTAH MANUAL OF RULES AND REGULATIONS

Book of Ceremonies

Key of Excellence Ceremony

Key of Excellence Ceremony

HONORED QUEEN: This evening we gather to honor those adult mentors who have shown great dedication to our Daughters, and because of the requirements are not eligible to receive the Degree of Royal Purple. They have been nominated by their Bethels because they have taught us numerous skills and unlocked many doors. We appreciate that they have been influential in our fundamental years and we are pleased to confer upon them, the Key of Excellence.

Guide and Marshal, you will present those who are to receive the Key of Excellence on the East Line facing west.

Guide and Marshal go to the seats of those who have already been announced and assemble them on the East Line. Guide is on the Junior Princess' side, Marshal on Senior Princess' side.

GUIDE: I have the pleasure to present _____
who are to receive the Key of Excellence.

Applause

Guide and Marshal turn the recipients to face east.

*Junior Princess and Junior Custodian rise.
Junior Custodian holds the dove while Junior Princess speaks.*

JUNIOR PRINCESS: As young women we enter Job's Daughters pure, like the dove. Sometimes we are shy and reserved. Your support has helped open the doors to our confidence, you have been key in unlocking our sense of individuality. I now present you with this certificate and the letters of nomination, which represent the love of those, whose lives you enhance.

*Junior Princess descends the dais and gives the certificates.
Junior Custodian replaces the dove on the pedestal.*

Junior Princess returns to dais, Junior Princess and Junior Custodian are seated together.

*Senior Princess and Sr. Custodian rise.
Senior Custodian holds the Urn while Senior Princess speaks.*

SENIOR PRINCESS: As we grow in Job's Daughters we gain responsibility in our Bethels and in life. The Urn of Incense is a symbol of faith. Your faith has assisted in heightening our successes and cushioning our hardships. Through your example we have learned that, like Job, having faith in God and those who love us is key in reaching our goals. A single rose represents gratitude, may it ever remind you of our gratitude for your faith and the doors you have unlocked. Senior Princess descends the dais and gives the roses. Senior Custodian replaces the urn on the pedestal.

Senior Princess returns to dais, Senior Princess and Senior Custodian are seated together.

The Honored Queen stands.

HONORED QUEEN: Through your service you have been a key to unlocking the knowledge of charity, friendship, honor, truth and love. It is with respect that we recognize your loyal support of our Daughters and we hope that for many years to come we will be able to call upon you for support. We know that your true reward is our thank you, hugs, smiles and watching us grow. However, we now wish to distinguish your service with this honor. On your medallion *holds up a medallion* is engraved the Square edged by the Greek Key, may it remind you to live in an upright manner and keep close the ideals of Job's Daughters; a State of Utah, because this honor is unique to our jurisdiction. Also engraved is the Lily of the Valley, the emblematic flower of our Order, to keep us always near your heart. The Key that you are about to receive is a symbol of the knowledge you have unlocked for these Daughters, as they become "the fairest in the land."

The Honored Queen hands gavel to Senior Princess then descends the dais and gives the medallions to recipients. As she returns to dais Guide and Marshal turn recipients to face west.

HONORED QUEEN: Members and friends, these adult mentors have proven that they deserve our respect and admiration. Please join with me in extending to them hearty congratulations.

Applause

HONORED QUEEN: Blessed are those who can give without remembering, and receive without forgetting. May the good Lord guide and protect you, always. Guide and Marshal you will escort them to the sidelines.

Guide and Marshal conduct the recipients to the sidelines.

UTAH MANUAL OF RULES AND REGULATIONS

Book of Ceremonies

Lily of the Valley Ceremony

Lily of the Valley Ceremony

HONORED QUEEN: Members and friends, we have assembled here to honor Daughters who have gone above and beyond the duties and responsibilities of Job's Daughters. They have dedicated their time and efforts to this organization and its growth. Although all Daughters are valued members of this organization, the Grand Bethel of Utah wishes to give special recognition to these devoted members. As Job's Daughters, our purpose is to be "the fairest in all the land," but it is easy to fall short of this goal. The Daughters who we will honor have always displayed faith, trust, responsibility, respect and love. For these reasons, we assemble here to confer the Lily of the Valley award.

Recipients' names are read. As the names are announced they gather on the west line facing east.

HONORED QUEEN: Guide and Marshal, you will escort the Daughters who are to receive the Lily of the Valley to the east line facing west.

Guide and Marshal leave their stations, walk to the north and south marching lines, respectively, face east and lead the recipients to the altar line turning to the center, march to the altar and turn east, march to the east line and turn north and south respectively, stopping when all recipients are standing on the east line.

GUIDE: I have the pleasure of presenting _____ who are entitled to receive the Lily of the Valley Award.

The Guide will be given the names prior to the announcement. Recipients not as name is given. Guide and Marshal then cause the recipients to turn and face the Honored Queen.

HONORED QUEEN: You have learned in Job's Daughters to live responsibly, morally and righteously. Throughout your years in this organization you have always been willing to extend a helping hand or give a word of praise. It is because of your contributions to our Order that you have been selected to receive this award.

JUNIOR PRINCESS: As Grand Bethel Junior Princess, I represent Jemima, the first daughter of Job, and symbolize the purity that is associated with the white dove. It is our hope that you have represented our Order with pure intentions at heart. We learn from Job's Daughters and the Lily of the Valley that "beauty beams from purity throughout the veil of humility." The flower I now give you is to remind you that your beauty has come from your humility.

Descends dais and hands the recipients a lily of the valley.

SENIOR PRINCESS: As Grand Bethel Senior Princess, I represent Job's second daughter, Kezia. As the urn of incense is symbolic of prayer, it is our prayer that you will continue to give our Order your love and devotion. While reviewing applications for this award, the achievements in your letters of recommendations stood out above others. To receive this award you needed to be nominated by Daughters and adults. From this we learn that you have made an impact on the lives of many people in this Organization.

Descends dais and hands the recipients the letters of recommendation.

SENIOR PRINCESS: Once this ceremony is completed please take the time to look over these letters. A lot of thought and care went into each one.

HONORED QUEEN: As Grand Bethel Honored Queen, I represent Keren Happuch, the third daughter of Job. The horn of plenty is symbolic of Job's reward for his steadfastness to God when faced by adversity. I present you with the Lily of the Valley award as a symbol of the dedication and steadfastness you have shown to the International Order of Job's Daughters. May it continue to be your great joy to give our Organization your loyal support.

Honored Queen passes gave to Senior Princess, takes the medallions, descends dais to present award and then returns to station.

HONORED QUEEN: Guide and Marshal, you will conduct these Daughters west of the altar.

The daughters follow the Guide down the north marching line to the altar line, south to the altar, turning west then south until all Daughters are on the west of the altar.

HONORED QUEEN: Our Chaplain will lead us in Prayer. ***

Musician plays Holy, Holy, Holy as Chaplain attends at the altar.

CHAPLAIN: Dear Lord, we thank thee for these Daughters who have given our Order their loyalty and devotion. May we all continue to dedicate ourselves to the lessons taught by Job's Daughters. We ask in thy name. Amen.

*Musician plays appropriate music as Chaplain returns to her station. **

HONORED QUEEN: Members and friends, please join me in congratulating these Daughters on their achievement.

Applause

HONORED QUEEN: To the recipients of the Lily of the Valley award: receiving this reward does not signal the end of your devotion to Job's Daughters. Instead it should encourage you to continue your commitment to the ideals of this Order. We are certain that our members will enter the future with confidence knowing that you are there to walk beside them on their journey.

Guide and Marshal you will conduct these Daughters to the sidelines.

Guide and Marshal march east to the altar line and then turn north and south, respectively, march to the sidelines with the Daughters following and then are seated.

*

UTAH MANUAL OF RULES AND REGULATIONS

Book of Ceremonies

Degree of Royal Purple Ceremony

Degree of Royal Purple Ceremony

HONORED QUEEN: Members and friends, we have assembled here to honor these Majority Members who have been especially generous in dedicating their time and efforts in promoting their Bethels and Jobs' Daughters International. As Job's Daughters we are expected to be "the fairest in all the land" but it is often easy to fall short of the mark. The Daughter who always displays faith, trust, responsibility, respect and love should be rewarded. It is with this in mind that we meet to confer the Degree of Royal Purple.

Guide and Marshal you will escort the Majority Members who are to receive the degree to the east line facing west.

Recipients rise. Guide and Marshal leave their stations in the west, turn right and left respectively to the north and south marching lines and march to the east collecting the recipients on the sidelines. Proceed with escorting the recipients to the east line as per ritual. All face west. Guide shall be given the recipients' names prior to the ceremony.

GUIDE: I have the pleasure to present _____ who are entitled to receive the degree of Royal Purple.

Recipients nod as name is given. Guide and Marshal then cause the recipients to turn and face the Honored Queen.

HONORED QUEEN: The purpose of Job's Daughters is to teach young women to live responsibly, morally and righteously. The book of Job is a strong foundation upon which to build this training for it deals with a real person, a fallible human being, Job. By studying the trials and triumphs of this man, we hope to discover how to direct our own lives so that we may receive our final reward.

Honored Queen is seated. Princesses and Custodians rise. Custodians take the dove and urn from the pedestals, turn to the center, turn east and ascend the dais. Junior Custodian stands on the left of the Junior Princess and Senior Custodian stands on the right of the Senior Princess. They hand the urn and the dove to their respective Princesses.

JUNIOR PRINCESS: Upon receiving the Degree of Royal Purple you will be given a medallion. On it you will find engraved a figure of a Junior Princess holding a white dove as I do now. It is meant to remind you of the lessons of the first epoch. Remember always be patient and diligent in your work and as Job endeavored to teach his children of the power of prayer, may you also continue being useful instruments in conveying God's love and peace.

SENIOR PRINCESS: On your medallion you will find pictured a Senior Princess holding the urn of incense. It symbolizes the important lessons of the second epoch, the story of Job's anguish and suffering and the final triumph of his dedication to his Creator. If you ever begin to doubt that there is a Supreme Being study the soft colors of the sunrise or the fragrant beauty of a rose, and your faith will be renewed.

Princesses return the dove and the urn to the Custodians who descend the dais, replace the dove and urn on the pedestals and return to their stations. Princesses and Custodians are seated at the same time.

HONORED QUEEN: Rises and takes the horn of plenty in her hands

With the two Princesses your medallion has engraved upon it an Honored Queen and her symbol. You have learned well the teachings of the First and Second Epochs or you would not be receiving the Degree of Royal Purple. Yet even in this hour set apart in your honor, you have another lesson to learn, that of reward.

Replaces horn of plenty.

You must realize that the reward of receiving the degree of Royal Purple does not signify the termination of your work in Job's Daughters. Rather, it should inspire you to continue in your devotion to our order. You must remember that all people are equal regardless of race, creed, color or achievement, and you must not allow pride or conceit to interfere in your relationships with Daughters of the Bethels. You must above all live up to your own high standards, that you may encourage others to adopt the kind of life that merits the Degree of Royal Purple.

NOTE: Prayer is optional and may be omitted if this ceremony is done in conjunction with the Key of Excellence Ceremony.

Our chaplain will lead us in prayer. Guide and Marshal you will escort our members west of the altar. ***

Guide leads to the north marching line, turns and marches west to the altar line, turns south past the Chaplain's chair and continues into semicircle, stops and faces east. Guide and Marshal take one step back. Musician plays Holy, Holy, Holy as Chaplain attends at altar.

CHAPLAIN: Dear Lord, we ask that special blessings rest upon these members. May they be truly grateful for the honor which is bestowed upon them today. As they have known the joy of work well done, may we all become useful messengers of your peace. Amen

Musician plays appropriate music as Chaplain returns to her station.

Princesses with certificates and roses descend the dais and proceed side by side to the altar line.

JUNIOR PRINCESS: This certificate represents the love and appreciation of those with whom you have worked, and the years spent in your association with Job's Daughters. In addition, I present you with the letters of nomination, please look these over as time permits.

Enters semicircle between altar and Treasurer's station, presents certificates and returns to position east of the altar.

SENIOR PRINCESS: May the beauty of these roses remind you of the beauty of the lessons you have learned in this Order.

Enters semicircle between altar and Chaplain's station, presents roses and returns to position east of the altar.

Princesses step back three steps, turn together, march to the east, ascend dais and are seated.

Honored Queen passes her gavel to Senior Princess and descends to the altar line with medallions. Medallions may be in place beside the altar before the ceremony.

HONORED QUEEN: I now present you with the medallion of the Degree of Royal Purple. May you learn to wear it with grace, dignity and humility, that your character reflects the lessons of Job's Daughters.

Enters semicircle between altar and Chaplain's station. Places medallions one by one around the recipient's necks. She then returns to her station.

HONORED QUEEN: Members and friends these members have proven themselves to be deserving of your respect and admiration and I would ask that you now join me in extending to them a very hearty congratulations.

*Applause. **

HONORED QUEEN: Guide and Marshal you will escort them to the sidelines.

*Guide and Marshal escort the recipients to the sidelines **

UTAH MANUAL OF RULES AND REGULATIONS

Book of Ceremonies

Combined Installation Ceremony GGC & GB

Combined Installation of Grand Guardian Council, Grand Bethel and Executive Bethel Councils of Utah

*Entrance of GG, AGG, GBG, AGBG and Installing Custodians
Installing Custodians may be seated.*

Grand Bethel Guardian: I have the honor of introducing
_____ Grand Guardian of Utah,
who will preside as the Installing Officer this evening.

Presents GG the gavel.

Installing Officer: I have the honor of introducing
_____ Grand Bethel
Guardian of Utah.

Associate Grand Bethel Guardian: I have the honor of introducing
_____ who will preside as the
Associate Installing Officer this evening.

Associate Installing Officer: I have the honor of introducing

_____ Associate Grand
Bethel Guardian of Utah.

(Installing Officer and Associate Installing Officer are seated)

Grand Bethel Guardian: Associate Grand Bethel Guardian, you will retire and escort into the room the Installing Grand Bethel Officer.

Associate Grand Bethel Guardian: Grand Bethel Guardian, I have the honor to present, _____ Grand Bethel Honored Queen, who will serve as the Installing Grand Bethel Officer this evening.

Grand Bethel Guardian: Associate Grand Bethel Guardian, you will escort the Installing Grand Bethel Officer to the East.

AGBG and Installing GB Officer leave the Altar on the north side, proceed to the East, and ascend dais as GBG gives 3 raps.

(3 raps)

Grand Bethel Guardian: I have the honor of introducing,
_____ Grand Bethel
Honored Queen (and any other applicable titles), who will serve as the Installing
Grand Bethel Officer this evening.

(1 rap - Grand Bethel Guardian hands gavel to Installing Officer)

(GBG and AGBG are seated)

Installing Officer: We have assembled here this evening for the purpose of installing the newly elected and appointed officers of the Grand Guardian Council of Utah, and the elected and appointed officers and representatives of the Grand Bethel of Utah, Job's Daughters International.

Installing Officer: Installing Grand Senior Custodian and Installing Grand Junior Custodian, you will retire and escort into the room the other Installing Officers.

Installing custodians retire and take their places in the lines. Lead by the Installing Guide and Installing Marshal, the installing officers march to the east line facing west.

North Tunnel

Installing Marshal
Installing GB Marshal
Installing Chaplain
Installing GB Senior Custodian
Installing Sr. Custodian

South Tunnel

Installing Guide
Installing GB Guide
Installing Flag Bearer
Installing Secretary
Installing GB Recorder
Installing GB Jr. Custodian
Installing Junior Custodian

Installing Officer: In installing the Grand Officers I will be assisted by:

_____ as Installing Grand Guide

_____ as Installing Grand Marshal

_____ as Installing Grand Chaplain

_____ as Installing Grand Musician

_____ as Installing Grand Secretary

_____ as Installing Grand Flag Bearer

_____ as Installing Grand Sr Custodian

_____ as Installing Grand Jr Custodian

Installing GB Officer: In installing the Grand Bethel Officers and Representatives I will be assisted by the Installing Officers and:

_____ as Installing GB Guide

_____ as Installing GB Marshal

_____ as Installing GB Recorder

_____ as Installing GB Sr Custodian

_____ as Installing GB Jr Custodian

Installing GB Officer: The Installing Officers will take their respective stations.

(1 Rap of gavel when IOs are at their seat – Turn gavel back to Installing Officer).

Installing Officer: Installing Grand Guide and Installing Grand Marshal, you will retire and escort into the room the officers who are to serve this Grand Guardian Council

Installing GB Officer: and Grand Bethel for the ensuing term.

(1 rap of gavel when officers are in their place)

(PRESENTATION OF THE BIBLES IS OPTIONAL IF NOT PRESET)

Installing Officer: Installing Grand Guide, Installing Grand Marshal and Installing Grand Chaplain, you will retire for the presentation of the Grand Guardian Council and the Grand Bethel Bibles.

Installing Officer: Installing Grand Guide, Installing Grand Marshal and Installing Grand Flag Bearer, you will retire and present the Flag of our Country west of the Altar.

(National Anthem is sung)

Installing Officer: Installing Grand Flag Bearer, you will escort the Flag of our Country to the East.

Installing Officer. All citizens of the United States of America, will please join me in the Pledge of Allegiance.

(Pledge)

(1 rap)

Installing GB Officer: Daughters and Majority Members, you will rise and join in singing the Bethel Flag Song.

(song is sung)

(1 rap)

Installing Officer: We will now install the Officers and Representatives who have been elected or appointed to serve this Grand Guardian Council and Grand Bethel for the ensuing year. Before proceeding, we will ask the blessing of our Heavenly Father. Installing Chaplain, you will attend at the Altar.

(3 raps)

Installing Chaplain: Heavenly Father, source of all love and compassion, let your blessings rest upon us as we humbly seek to do your will. Grant those whom we are about to invest with authority, the spirit of love and charity. Give to these Grand Officers, who are about to assume leadership of the Daughters in this jurisdiction, wisdom, courage and love. Keep them true that they may be fit leaders for “The Fairest in the Land”. Help our Grand Bethel Daughters to see clearly the power and influence of a beautiful and womanly life. May union and harmony prevail and as they labor for the highest ideals of life, may they become more gracious and loving, more faithful and patient day by day, and thus complete the foundation of a useful and perfect life. Bless our order, that the work we strive to do, may be attuned to your divine plan. We ask this in Your name. Amen.

(1 rap after Installing Chaplain is back at station)

Installing Officer: Installing Grand Secretary, you will read the names of the Grand Officers who have been elected or appointed to serve this Grand Guardian Council for the ensuing year, who, as their names are read, will rise and remain standing.

(After names are read)

Installing Officer: Installing Grand Guide and Installing Grand Marshal, you will present the Grand Officers for the obligation.

Installing Guide: Installing Officer, all is in readiness.

(IO marches to altar)

Installing Officer: You will place your right hand over your heart and repeat the following Obligation:

I solemnly affirm on my honor – that I will conform to the Constitution and Bylaws – of the Supreme Guardian Council – and Manual of Rules and Regulations – of the Grand Guardian Council of Utah. That I will faithfully perform – the duties of my office – and earnestly endeavor – to promote the welfare – and the prosperity of our Order. – That I will endeavor – by precept and example – to encourage in our Daughters – the practice of those virtues – principles and lofty ideals – which adorn womanhood – and make life rich, full and abundant.

(1 rap)

Installing Guide and Installing Marshal return to waiting stations.

Installing GB Officer: Installing GB Recorder, you will read the names of the Grand Bethel Officers, Choir and Representatives who will serve this Grand Bethel for the ensuing term. As their names are read, they will rise and remain standing.

(After names are read)

Installing GB Officer: Installing GB Guide and Installing GB Marshal, you will present the Grand Bethel Officers, Choir and Representatives for the obligation.

Installing GB Guide and Installing GB Marshal turn north and south to the Altar and west to position one step north of the Altar for the Installing GB Marshal and one step south of the Altar for the Installing GB Guide. They face each other.

Installing GB Guide: Installing Grand Bethel Officer, all is in readiness.

(Installing Grand Bethel Officer marches to Altar)

Installing Grand Bethel Officer: You will place your right hand over your heart and make these promises:

Do you promise that no Grand Bethel Meeting shall be opened without the presence of a member of the Grand Bethel Council?

That you will be guided by the advice of the Grand Bethel Council in all matters concerning the work and welfare of Grand Bethel?

You will assume the following obligation:

In the presence of Almighty God--- and these witnesses --- I promise to obey the laws --- of Utah Grand Bethel --- and of Job's Daughters International ---That I will work with the Grand Bethel Council --- and be courteous and obedient unto them --- That I will do all in my power --- to strengthen Utah Job's Daughters --- by assisting Bethels --- at their request --- in matters of leadership and Ritual--- That I will serve -- as a source of communication --- to promote unity and friendship --- among the Daughters --- That I will support --- and assist --- the Grand Guardian Council --- That should I violate this obligation --- I agree to vacate my office --- at the request --- and upon the declaration --- of the Grand Bethel Guardian.

(1 rap)

Installing GB Officer: It gives me great pleasure to present the Grand Bethel Jurisdictional Representatives.

(GB Jurisdictional reps rise)

Installing GB Officer: Grand Bethel Jurisdictional Representatives, you have been chosen to represent a State, Province or Country that has Job's Daughters. Your duty is to communicate with and learn about those Job's Daughters sisters throughout the world. May your hearts be open to all that our sisters in other states and nations have to offer.

(1 rap)

Installing GB Officer: It gives me great pleasure to present the Grand Bethel Representatives to the Utah Bethels.

(GB Reps rises)

Installing GB Officer: Grand Bethel Representatives, you have been selected to represent the many unique and diverse Bethels within Utah. Your duty is to communicate with those Daughters throughout the state and serve as a liaison between the Bethels and Grand Bethel. Let your hearts be open to the talents and love of your Bethel sisters. Installing Grand Bethel Guide and Installing Grand Bethel Marshal, you will conduct these officers to their stations.

(1 rap)

General Notes: Officers to be installed rise as their station is called.

Associate Installing Officer: Installing Grand Guide and Installing Grand Marshal, you will present the Grand Senior Custodian, Grand Bethel Senior Custodian, Grand Junior Custodian, and Grand Bethel Junior Custodian at the Altar.

Associate Installing Officer: Grand Custodians, it is your duty to care for the properties of the Grand Guardian Council during its session and at all times to give the Grand Guardian such assistance as she may require of you. May your faithfulness to duty be of great benefit to our Order.

Installing GB Officer: Grand Bethel Custodians, you represent the Bethel Custodians who care for the Dove and Urn, emblems of our Order. Ever let your lives symbolize purity and prayer, which these emblems represent.

Installing GB Officer: Installing Grand Guide and Installing Grand Marshal, you will conduct these officers to their stations.

Installing Officer: Installing GB Guide and Installing GB Marshal you will present the Grand Librarian, Grand Bethel Librarian, Grand Chaplain, Grand Bethel Chaplain, Grand Director of Music and Grand Bethel Musician at the Altar.

Installing Officer: Grand Librarian, it is your duty to recommend to Bethels, articles and books that will be helpful to Bethel Librarians. Whoever can develop a new idea, impel a noble thought, or cause to be expressed one lofty sentence

bestows a great blessing on the world. Give your selection for our Daughters your most earnest and prayerful consideration.

Installing Officer: Grand Chaplain, it is your duty to attend at the Altar and lead this body in its devotions. Prayer is an incense moving heavenward, fraught with hopes and desires. The beauty and the uplifting influences or sincere utterance of faith in God's guidance and ever-ready strength as expressed in prayer, means much to our meeting. May God guide you in preparing for this service.

Installing Officer: Grand Director of Music, it is your duty to supervise and direct the music of the Grand Jurisdiction. God gave us music. It is the essence of our Order and leads to all that is good, beautiful and harmonious. So attune your life that you may impart the heavenly gift of music to our Bethels. How necessary to consider the message you would bring through the strings of your instrument.

Installing GB Officer: Grand Bethel Librarian, you represent the Bethel Librarians who encourage a desire for good literature, arts and science. Let your life be an open book whose pages are filled with knowledge and truth.

Installing GB Officer: Grand Bethel Chaplain, you represent the Bethel Chaplains who lead the devotions of their Bethels. May your life be led by reverence for sacred things, the beacon lights of life.

Installing GB Officer: Grand Bethel Musician, you represent the Bethel Musicians who preside at the instrument during the musical parts of our

ceremonies. May the harmony you produce ring so true that no discord can enter.

Installing GB Officer: Installing GB Guide and Installing GB Marshal, you will conduct these officers to their stations.

Installing Officer: Installing Grand Guide and Installing Grand Marshal, you will present the Grand Secretary, Grand Bethel Recorder, Grand Treasurer and Grand Bethel Treasurer at the Altar.

Installing Officer: Grand Secretary, it is your duty to keep a record of all proceedings of the Grand Guardian Council and make an annual report thereof, to receive all monies due the Grand Guardian Council and turn them over to the Grand Treasurer and perform the many other duties defined in the laws of the order. Our progress depends largely upon the skill and intelligence with which you perform the trust that has been committed to you. Promptness and accuracy are essential.

Installing Officer: Grand Treasurer, it is your duty to have charge of all funds and securities belonging to the Grand Guardian Council, to receive all monies from the Grand Secretary, keeping an accurate account of the same and to make a complete report at the Annual Meeting. Integrity and honor will guide you in the faithful performance of your duties.

Installing GB Officer: Grand Bethel Recorder, it is your duty to record the actions of the Grand Bethel in proper form, receive all money due the Grand Bethel, paying it over to the Grand Bethel Treasurer taking her receipt for same. You

represent the Bethel Recorders of Utah who remind us to be truthful in our duties and responsibilities.

Installing GB Officer: Grand Bethel Treasurer, your duty is to receive all money from the Grand Bethel Recorder, pay out all monies properly approved and maintain the financial records of Grand Bethel. You represent the Bethel Treasurers in Utah, may your integrity and honorable character guide you in your important duties.

Installing GB Officer: Installing Grand Guide and Installing Grand Marshal, you will conduct these officers to their stations.

Installing Officer: The positions of Grand Secretary and Grand Treasurer are elected positions in this Grand Council. It is my pleasure to introduce _____ who has been installed Grand Secretary and _____ who has been installed Grand Treasurer for the ensuing term.

Installing Officer: Installing GB Guide and Installing GB Marshal, you will present the Grand Messengers and Grand Bethel Messengers at the Altar.

Installing Officer: Grand Messengers, you are to fill the five stations representing the story of the life of Job. Upon which the Ritual of our Order is founded. Your duty is to assist the Grand Guardian when requested to do so. Job's Daughters are "The Fairest in all the Land". With patience, strive in faith, be firm, and God will reward your high endeavor and may you ever be true messengers of helpfulness.

Installing GB Officer: Grand Bethel Messengers, you represent the Bethel Messengers who have been given the privilege of unfolding to Pilgrims the story of

Job's eventful life. Let your lives be an example of patience and faith, that your reward may be life's highest attainment.

Installing GB Officer: Installing GB Guide and Installing GB Marshal, you will conduct these officers to their stations.

Associate Installing Officer: Installing Grand Guide and Installing Grand Marshal, you will present the Grand Inner Guard, Grand Bethel Inner Guard, Grand Outer Guard and Grand Bethel Inner Guard at the Altar.

Associate Installing Officer: Grand Inner Guard and Grand Outer Guard, your duty is to guard the doors of the Grand Guardian Council at its Annual Session. A deeper obligation rests upon you to devote your efforts to promote the growth and influence of the Order. Be ever alert in the performance of your duties.

Installing GB Officer: Grand Bethel Guards, you represent the Guards of Utah who watch carefully their Bethel doors, therefore you must ever guard against sins which are pressing for admission to pure hearts and minds.

Installing GB Officer: Installing Grand Guide and Installing Grand Marshal, you will conduct these officers to their stations.

Associate Installing Officer: The positions of Grand Inner Guard and Grand Outer Guard are elected positions in this Grand Guardian Council. It is my pleasure to introduce _____ who has been installed as Grand Inner Guard and _____ who has been installed as Grand Outer Guard for the ensuing term.

Installing Officer: Installing GB Guide and Installing GB Marshal, you will present the Grand Guide, Grand Bethel Guide, Grand Marshal and Grand Bethel Marshal at the Altar.

Installing Officer: Grand Guide it is your duty to escort distinguished guests and to bring such matters before the Grand Guardian Council as will promote the growth and welfare of the organization.

Installing Officer: Grand Marshal it is your duty to assist the Grand Guide, to present and care for our National emblem, and to perform such other duties as may be assigned to you by the Grand Guardian.

Installing GB Officer: Grand Bethel Guide, your duty is to escort distinguished guests and to promote the welfare of the Grand Bethel. You also represent the Bethel Guides who conduct pilgrims in their journey through Initiation, may you in your wisdom be able to direct others footsteps in the ways of peace, truth and uprightness of life.

Installing GB Officer: Grand Bethel Marshal, your duty is to care for the flags of our nations and to assist the Grand Bethel Guide in the performance of her duties. You also represent the Bethel Marshals who display the national emblem and assist the Guide in conducting pilgrims. May you care for our Grand Bethel property as you care for the sisters you have in our Order.

Installing GB Officer: Installing GB Guide and Installing GB Marshal, you will conduct these officers to their stations.

Installing Officer: It is my pleasure to introduce _____ who has been installed Grand Guide, and _____ who has been installed Grand Marshal for the ensuing term.

Associate Installing Officer: Installing Grand Guide and Installing Grand Marshal, you will present the Vice Associate Grand Guardian at the Altar.

Associate Installing Officer: Vice Associate Grand Guardian, it is your duty to assist the Associate Grand Guardian and to assume his duties during his absence or disability. Your past experience and a careful study of our laws will prepare you for the performance of these important duties.

Associate Installing Officer: Installing Grand Guide and Installing Grand Marshal, you will escort this officer to the East.

(3 raps)

It is my pleasure to introduce _____ who has been installed Vice Associate Grand Guardian for the ensuing term.

(1 rap)

Installing Officer: Installing Grand Guide and Installing Grand Marshal, you will present the Vice Grand Guardian at the Altar.

Installing Officer: Vice Grand Guardian, it is your duty to assist the Grand Guardian and assume her duties during her absence or disability. It is also your duty to promote the growth and welfare of the Order. You are a weaver, adding new threads to our cloth of gold. Let it be your endeavor to add to its beauty, enhance its value and promote its usefulness.

Installing Officer: Installing Grand Guide and Installing Grand Marshal, you will escort the Vice Grand Guardian to the east.

(3 raps)

It is my pleasure to introduce _____ who has been installed Vice Grand Guardian for the ensuing term.

(1 rap)

Installing GB Officer: Installing GB Guide and Installing GB Marshal, you will present the Grand Bethel Senior Princess and Grand Bethel Junior Princess at the Altar.

Installing GB Officer: Grand Bethel Princesses, you represent the Bethel Princesses who assist their Honored Queens. You have been elected to assist the Grand Bethel Honored Queen and the Grand Guardian Council in all that they may require of you. May you perform your duties with quiet dignity, befitting your high

office. Be gracious in manner, courteous and gentle, expressing through your daily lives the principles of faith, virtue and honor.

Installing GB Officer: Installing GB Guide and Installing GB Marshal, you will conduct the Grand Bethel Princesses to the East Line to be invested with the honors of their stations.

(Escorted and invested)

Installing GB Officer: Daughter Princesses, Ever strive for beauty of character that will outshine the beauty and splendor of your raiment.

(3 raps)

Installing GB Officer: I have the pleasure of introducing _____ who has been installed Grand Bethel Senior Princess and _____ who has been installed Grand Bethel Junior Princess for the ensuing term.

(1 rap)

Associate Installing Officer: Installing Grand Guide and Installing Grand Marshal, you will present the Associate Grand Guardian at the altar.

Associate Installing Officer: Associate Grand Guardian, it is your duty to assist the Grand Guardian in the performance of her duties, to assist her in all matters pertaining to the welfare of the Order and its relationship to Freemasonry, and to preside when requested to do so. The exercise of the principles of Freemasonry

will enable you to perform your duties with honor and credit. Are you willing to assume these responsibilities? (*answers: 'I am'*)

Associate Installing Officer: Installing Grand Guide and Installing Grand Marshal, you will escort the Associate Grand Guardian to the East Line to be invested with the honor of his office.

(Outgoing AGG to invest incoming AGG with the jewel and they head onto East together.)

(3 raps)

Associate Installing Officer: It is my pleasure to introduce _____ who has been installed Associate Grand Guardian for the ensuing term.

(1 rap - Associate Installing Officer sits down in seat reserved for him)

Installing Officer: Installing Grand Guide and Installing Grand Marshal, you will present the Grand Guardian at the Altar, cause her to kneel and place her hands on the open

Holy Bible.

(when in position – the Installing Officer goes to altar)

Installing Officer: You will repeat after me:

I sincerely promise – that I will faithfully obey – and justly enforce – the Constitution and Bylaws – of the Supreme Guardian Council – and the Manual of rules and Regulations – of the Grand Guardian Council of Utah – Job’s Daughters International – that I will perform the duties of my office – to the best of my ability – that I will promote the growth of our Order – and foster its welfare – and that I will strive to be fair and impartial – in the exercise of the powers of my office – so help me God.

(IO escorts the GG to the east)

(3 raps)

Installing Officer: It is my pleasure to introduce

_____ who has been installed Grand Guardian for the ensuing term.

(1 rap)

Installing Officer: Grand Guardian, the duties of your office are defined in the Manual of Rules and Regulations of this Grand Guardian Council and Constitution and Bylaws of the Supreme Guardian Council, which are entrusted to your care. Into your custody is given the Charter of the Grand Guardian Council of Utah. In your keeping now entrusted the guidance and control of our Order in this Jurisdiction. Yours is an office of great responsibility as the welfare of the organization depends upon the manner in which you conduct its affairs. It is our prayer that our Heavenly Father will give you courage to meet every difficulty, wisdom to judge each question aright and grace to sustain you in the performance of every duty.

(GG takes her seat)

Installing GB Officer: Installing GB Guide and Installing GB Marshal, you will cause the Grand Bethel Honored Queen to kneel at the Altar and place her hands on the open Holy Bible.

(when in position – go to Altar)

Installing GB Officer: Grand Bethel Honored Queen, you will repeat after me: I will be faithful to the Laws – of Job’s Daughters International – and the Bylaws of Grand Bethel of Utah – respect the Supreme, Grand and Grand Bethel Guardian Councils – and endeavor to be worthy of my office – so help me God.

The Grand Bethel Honored Queen represents the Bethel Honored Queens of Utah who are generous in character, lead their Bethels through kindness and tolerance, and who are possessed with ability to preside in a just and gracious manner.

The Grand Bethel Honored Queen’s conversation should be both delightful and improving. Her taste in literature, arts and science should be such that she will lead the thoughts of others toward the highest and purest things in life. Polite and courteous attention to the advice of parents and guardians and the consideration for the happiness of others will so strengthen your own life that the beauty of your young womanhood will be observed by all with whom you are associated, and the prayer of all who know and love you is that our heavenly father will guide and direct you in your service of love.

This cape of royal color is an emblem of your high office and symbolizes the love of the Grand Bethel members who have chosen you as their Grand Bethel Honored Queen.

I now place on your head this crown, an emblem of leadership, and symbol of your high position. May you ever wear it with dignity, grace and humility.

Grand Bethel Honored Queen, let wisdom and understanding crown your judgment, and beauty of your reign will be as lustrous as the sheen of our royal cloak. Ever strive to wear these honors with real dignity as becoming a Grand Bethel Honored Queen of our beautiful Order.

(Installing GB Officer escorts the GBHQ to the east)

(3 raps)

Installing GB Officer: It is with pleasure that I present

_____, who has been installed Grand Bethel Honored Queen for the ensuing term.

Grand Bethel Honored Queen, I present you with the gavel, the emblem of your authority, knowing that in your hands it will be used wisely and well.

(1 rap – GBHQ takes her seat)

Installing Grand Bethel Officer: Installing Grand Bethel Recorder, you will make the Grand Bethel proclamation.

Installing GB Recorder: By direction of the Installing Grand Bethel Officer and with the authority of the Grand Guardian Council, I proclaim the Officers and Representatives of the Grand Bethel of Utah of Job's Daughters International, legally installed for the transaction of business under the laws of the Job's Daughters International and the Grand Guardian Council of Utah.

(Installing GB Officer sits down in the seat reserved for her)

Installing Officer: Installing Grand Secretary, you will make the Grand Guardian Council proclamation.

Installing Grand Secretary: By direction of the Installing Officer, and by authority of the Supreme Guardian Council, I now proclaim the Officers of the Grand Guardian Council of Utah, Job's Daughters International duly and legally installed for the ensuing term.

(1 rap)

Installing Officer: Grand Guardian, I now present you with the gavel, the emblem of your authority as Grand Guardian. Wield it with wisdom, justice and equality. May our Order be a lasting monument to the virtues illustrated in the life of Job – patience, faith, wisdom and justice. With God's help, may you conduct its affairs with thoughtful care for the benefit of our Daughters. Thus will our Order increase in prosperity and be an influence for good as the future unfolds. I congratulate you and the newly installed officers. We all wish for you a most successful year.

(IO sits down in seat reserved for her)

Grand Guardian: The Installing Officers may retire, with the exception of the Installing Musicians, Installing Grand Secretary and the Installing Grand Bethel Recorder.

Grand Guardian: Installation of Grand Bethel Council. Installing Secretary, you will read the names of those who are to serve on the Grand Bethel Council for the ensuing term, who, as their names are read, will rise and remain standing.

(after names are read)

Grand Guardian: Grand Bethel Guide and Grand Bethel Marshal, you will present the members of the Grand Bethel Council at the altar for Installation.

Grand Guardian: To qualify as a member of the Grand Bethel Council, you must pledge yourself to attend all Grand Bethel and Grand Bethel Council meetings. Do you so promise?

You will place your right hand over your heart and repeat the following obligation.

In the presence of God and these witnesses – I promise to obey the laws – of Job’s Daughters International – that I will advise with the Grand Guardian – in working for the good of Job’s Daughters – that I will perform the duties of my office – according to the Constitution and Bylaws – of the Supreme Guardian council – the manual of rules and regulations -- and Grand Bethel Bylaws. That I will endeavor to live – in accordance with the teachings – of the ritual of the Job’s Daughters International – in the hope that I may be found worthy – of being a guardian of the

‘Fairest in all the land’. To this pledge I promise faithful obedience – agreeing to vacate my office – by the declaration of the Grand Guardian – should I violate my obligation.

Grand Bethel Guardian, it shall be your duty to supervise all activities of Grand Bethel, advise with its officers, call a meeting of the Grand Bethel Council when necessary, see that the rules and regulations of the Grand Bethel are followed, and notify the Grand Guardian of the transactions and progress of the Grand Bethel and Grand Bethel Council. Are you willing to assume these responsibilities?

Associate Grand Guardian: Associate Grand Bethel Guardian, it shall be your duty to assist the Grand Bethel Guardian in the performance of her duties. Are you willing to assume these responsibilities?

Grand Guardian: Vice Grand Guardian, Vice Associate Grand Guardian and Grand Guide. The Grand Bethel Manual of Rules and Regulations requires each of you to serve on the Grand Bethel Council. Are you willing to assume these responsibilities??

Grand Guardian: Grand Bethel Guide and Grand Bethel Marshal, you will conduct the members of the Grand Bethel Council to their seats.

Grand Guardian: Installing Secretary, you will make the Grand Bethel Council proclamation.

Installing Secretary: By direction of the Grand Guardian, and by the authority of the Supreme Guardian Council, I now proclaim the officers of the Utah Grand Bethel Council, Job's Daughters International duly and legally installed for the ensuing year.

(1 rap)

Grand Guardian: Installation of the Executive Bethel Guardian Councils and Grand Deputies of Utah.

Grand Guardian: Installing Secretary, you will read the names of the members of the Executive Bethel Guardian Councils and Grand Deputies who are to serve the Utah Bethels for the ensuing term, who as their names are read will rise and step to the sidelines.

Grand Guardian: Executive Bethel Guardian Council Members, To qualify as a member of a Bethel Guardian Council, you must pledge yourself to attend all Bethel and Bethel Guardian Council meetings unless prevented by a reasonable excuse. Do you so promise? (Answers: I do)

You will place your right hand over your heart and repeat the following obligation:

In the presence of God and these witnesses - I promise to obey the laws - of Job's Daughters International - that I will advise with the Grand Guardian –
or the Grand Guardian Council - in working for the good of Job's Daughters -
that I will perform the duties of my office - according to the Constitution and Bylaws -

of the Supreme Guardian Council - Manual of Rules and Regulations –
of the Grand Guardian Council - and Bylaws of this Bethel. -
That I will endeavor to live - in accordance with the teachings -
of the Ritual of Job's Daughters International -
in the hope that I may be found worthy -
of being a Guardian of "The Fairest In All The Land" -
to this pledge - I promise faithful obedience - agreeing to vacate my office –
by declaration of the Grand Guardian - should I violate my obligation.

Grand Guardian: Bethel Guardians please step forward. It shall be your duty to call all Bethel Guardian Council meetings, preside over same, and attend all Bethel meetings. To supervise the transactions of the Bethel and see that the officers are proficient in their ritualistic work. It shall be your duty to teach the principles of the organization, to maintain good order at all convocations of the Bethel, and to see that all Bethel meetings are promptly opened and closed at a reasonable hour.

To see that all petitioners for membership are properly investigated, advising with the Associate Bethel Guardian and members of the investigating Committee of the Bethel regarding same.

To serve as custodian of the Bethel Charter and all copies of the Proficiency Work.

To make yourself thoroughly familiar with the Constitution and Bylaws of the Order and the Manual of Rules and Regulations of the Grand Guardian Council and Bylaws of this Bethel.

You should be a companion to the Daughters in their joys and pleasures and a safe haven in times of distress. Upon you, therefore, to a great extent, depends the success of this Bethel.

Are you willing to assume these responsibilities?

Associate Grand Guardian: Associate Bethel Guardians please step forward. You have been appointed as Associate Bethel Guardian for the specific reason that you are a Master Mason, the source of our heritage and the symbol of our ideals. Your membership in the Masonic Fraternity, has highly qualified you for this special honor.

It is your duty to investigate the Masonic relationship of all petitioners. To become thoroughly familiar with the Constitution and Bylaws of the Order, the Manual of Rules and Regulations of the Grand Guardian Council and Bylaws of this Bethel so that you can properly assist the Bethel Guardian in the performance of her duties, and assume them in her absence.

To see that the Bethel books are audited at the conclusion of each term and a report made at the next regular meeting of the Bethel.

Are you willing to assume these responsibilities?

Grand Guardian: Guardian Secretaries please step forward. It is your duty to supervise the work of the Recorder and to make proper record of all Bethel Guardian Council meetings. It is, therefore, your duty to attend all Bethel

meetings regularly, and all meetings of the Bethel Guardian Council. Are you willing to assume these responsibilities?

Associate Grand Guardian: Guardian Treasurers please step forward. It is your duty to supervise the work of the Bethel Treasurer and to receive all money from her, giving her a receipt. To supervise the work of the Librarian by carefully reading her report before it is given. It is, therefore, your duty to attend all Bethel meetings regularly, and all meetings of the Bethel Guardian Council. Are you willing to assume the responsibilities?

Grand Guardian: Guardian Directors of Music please step forward. Yours is an important office, as the musical part of our ceremony is as important as the work itself. It is your duty to attend all meetings of the Bethel and the Bethel Guardian Council. You should have a musician proficient at all times, a Bethel Choir in readiness for all ceremonies and such musical programs as may be for the good of the Order. Are you willing to assume these responsibilities?

Grand Guardian: Guardian Directors of Epochs please step forward. It is your duty to assist the Bethel Guardian in instructing the officers in their speaking parts, that the lessons they impart of the Pilgrims may be given in an impressive and reverent manner. This is important, as we realize that first impressions are usually lasting. It is also your duty to attend all meetings of the Bethel and the Bethel Guardian Council. Are you willing to assume these responsibilities?

Grand Guardian; Grand Deputies please step forward.

Grand Deputies, you have been selected to assist your assigned Bethel by being the representative of the GGC to the Bethel. Your duty is to offer, guidance, coaching and advice in all matters concerning the work and welfare of the Bethel. It is also your duty to attend as many meetings of the Bethel and Bethel Guardian Council as you are able. Are you willing to assume these responsibilities?

Grand Guardian: To the members of the Bethel Guardian Council has been given the privilege of guiding and advising these fair Daughters in life's pilgrimage and assisting them in their projects for the good of the Bethel. You should be alert and watchful that your conduct will be an example of patience and virtue which will be an inspiration for the Daughters to emulate. Officers and members of these Bethels, these adults have pledged their time and service to assist you during the coming year. Please rise and join me in extending to them a hearty welcome.

(applause)

Installing Secretary, you will make the proclamation.

Installing Secretary: By authority of the Grand Guardian Council I proclaim the members of the Executive Bethel Guardian Councils and Grand Deputies of Utah, Job's Daughters International duly and regularly installed under the Constitution and Bylaws of the Supreme Guardian Council, and Manual of Rules and Regulations of the Grand Guardian Council, Job's Daughters International.

*(1 rap *)*

Introductions:

AGG will introduce Most Worshipful Grand Master and ask for his remarks at this time.

Any other introduction of dignitaries who have not already been introduced during the session.

Presentations:

Retiring Grand Bethel Honored Queen – GBG to present PGBHQ certificate

Passing of the Pins – Grand Guardian and Vice Grand Guardian

Presentation of the Past Grand Guardian & Past Associate Grand Guardian certificates and Past Grands jewel if any

Gavel presentation to Grand Guardian –

Gavel presentation to GBHQ -

All other presentations will be given at the reception.

Introduction of Families:

GBJP, GBSP, GBHQ, Retiring GBHQ, Retiring AGG, Retiring GG, AGG and GG

Remarks:

AGG, GBHQ and GG – please have these written out and keep them short

Announcements:

Standing Committees: GG announces the committee members names for Audit, Appeals & Grievance, Finance and Jurisprudence.

Reception _____.

Grand Guardian: Closing Ceremony. Grand Chaplain

Grand Bethel Honored Queen: and Grand Bethel Chaplain, you will attend at the Altar.

(3 raps)

(Grand Chaplain does prayer of their choosing)

(1 rap)

Grand Guardian: Bible Signing.

GG escorts retiring GG and GBHQ escorts retiring GBHQ

Grand Guardian: All present will remain seated until the Grand Guardian Council

Grand Bethel Honored Queen: and Grand Bethel Officers have retired.

(2 raps)

Chairs – Music (Grand Custodians and Grand Bethel Custodians remove chairs)

(Hands the gavel to the Grand Bethel Guardian)

Retiring formation (double triangle – Job’s Daughters fair and true)

Grand Bethel Guardian: This concludes our ceremony.

(1 rap)

Music to leave by.